



**The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
William A. Hinton State Laboratory Institute
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TO: Drug Analysis Laboratory Staff
FROM: Julianne Nassif, Director of Analytical Chemistry

RE: Changes in Evidence Handling & Access to Evidence Office

As part of our on-going quality assurance program, we are implementing the following changes to improve evidence assignment and handling practices. These new procedures will help to ensure accurate documentation of sample assignment, receipt and evidence return with the added benefit of minimizing interruptions to the evidence office staff. These new procedures are effective immediately.

- Access to the Evidence Office (Room 354-355) is limited to Evidence Office Staff and the Drug Laboratory Supervisor.
- Rare visitors to the Evidence Office including the Laboratory Director, maintenance and computer technicians will sign in the bound log with the date, time and purpose of their visit. Visitors must be escorted by an authorized individual at all times.
- Chemists will receive and return samples for analysis through the evidence window between the hours of 11 AM and 2 PM, or by appointment. Transfers will be recorded in the Drug Laboratory computer application and hardcopy receipts will be initialed by both the chemist and the evidence officer. Each will maintain a copy for their files. The redundant, bound book system will also be updated at this time.

- Evidence officers will assist chemists with reconciling paperwork or provide additional documentation as needed through the window during the above referenced hours, or by appointment.

Thank you in advance for your cooperation in facilitating these quality improvement changes.